

## **INITIAL APPLICATIONS:**

**POLICY:** ITA 1022-1

**SUBJECT:** Eligible Training Provider List- New Application Requirements

Prospective providers can submit applications anytime. However, only the Proposal Review and Certification Committee may recommend approval of a provider and its programs to the Executive Committee or Full Board. The DWDB staff will only accept complete applications from prospective providers. Complete applications include:

1. A signed Memorandum of Understanding (MOU);
2. A complete program information form for each program. Course cost and all other fees must match in the course catalog used by the public;
3. Provide verifiable program specific information;
4. Provide information supporting the provider's partnership with business. This may include information about the quality and quantity of employer partnerships.
5. Completed initial eligibility form;
6. Debarment disclosure;
7. Delaware Department of Education (DOE) Certification;
8. An initial monitoring visit form (completed by DWDB staff). DWDB staff will make an onsite visit to the prospective providers training site. The visit will determine and ensure the provider facilities are adequate, safe, and reflect an atmosphere appropriate to the trade being taught.
9. Must have at least one-year experience training job seekers in high demand occupations and have an established a track record in course completion and job placement.
10. Must provide a financial statement prepared by an accounting firm or a signed tax return; and
11. Must provide a copy of their current business license.

When the DWDB staff receives a complete initial application, it will send the provider via email in pdf a copy of "The Provider Link User Guide."

DWDB staff will recommend to the Proposal Review and Certification Committee approval/non-approval of initial applications for providers and specific programs. The staff will develop the recommendations based on, at least, the following criteria:

1. Does the provider program meet a high demand occupation?
2. Does this provider have an established track record of success for at least one year conducting training and job placement?
3. Does the program offer industry recognized certifications and credentials?
4. Does the program lead to a recognized post-secondary credential?
5. Does the provider have enough revenue to succeed without the ITA funding?
6. Is the training site equipped to conduct training?
7. Can the training site switch to remote learning if necessary?

8. Does the provider offer trainings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment including individuals with disabilities?
9. Are the programs submitted for approval currently available and ready for public use?

The Proposal Reviewed and Certification Committee may accept or reject the staff's recommendation(s) in whole or in part. The committee is free to accept all prospective programs, some programs, or no programs and will present to the Executive Committee or Full board.

When the program and/or provider is approved by the Executive Committee or Full Board, the management analyst will notify the provider to enter data into the Delaware Job Link in accordance with the instructions in "Provider Link User Guide."

The DWDB executive director will notify, in writing, via email non-approved providers and/or programs of the committee's decision. At a minimum the letter will:

1. Be sent to providers via email within 30 working days of the committee's decision;
2. Clearly inform providers of their opportunity to appeal;
3. Have the appeal process as a standalone attachment to the letter/email; and
4. Generally, explain the reason for non-approval.

Providers must collect and provide the following performance metrics based on aggregate data for **all** students in the program to ensure the program supports the ability for the individual to obtain an industry-recognized postsecondary credential, and/or employment upon completion of the program. This includes:

1. employment 2nd & 4th Quarter after exit,
2. median earnings,
3. credential attainment,
4. total number of participants enrolled in the program.
5. total number of participants completing the program.
6. total number of participants exiting the program.

In establishing eligibility criteria, Delaware will take into consideration information reported to State agencies on Federal and State training programs other than programs within WIOA title I, subtitle B.